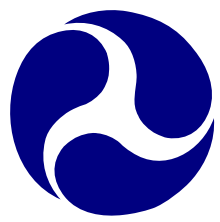


TEAM-Web User Guide

Chapter 4 ***Modifying an Application***

By:
QSSI

Version: 2.2
Date: 03/26/2009



Chapter 4 Change History

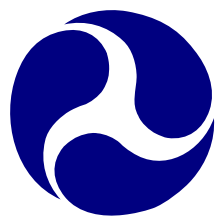
Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
1.2	10/18/2005	Changes to the Comments/Concurrence guidance	Travis Klein, Sonya Ransome
1.3	06/07/2006	Changes to the Project Information screen to include Security and Earmarks	Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	05/10/2007	Minor Indexing updates	Travis Klein
2.02	02/28/2008	Minor modifications and reference updates	Travis Klein, Patty String
2.1	05/02/2008	Updated Supplemental Agreement References	Travis Klein
2.2	03/26/2009	Project Information Security tab text updates	Travis Klein

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*



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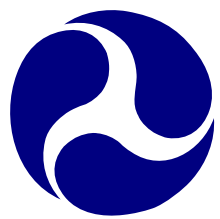
Modifying an Application

Overview

This chapter will go through the process of modifying an application that is in a development stage. Features that it will detail include: Project Information, Budget, Milestones, Environmental Findings, Fleet Status, and Comments/Concurrence.

Modify Application

1. To modify an Application, begin by accessing that Application through the Query Applications screen and highlighting it (see Figure 1). For instructions on accessing applications, please see Chapter 2. *Note: If you have just completed creating a new project, either by copying an existing project or entering original information, skip this step and proceed to #2 (your project should already be highlighted on your screen).*
2. Click on the plus sign next to **Modify Application** to expand the Modify Application sub-menu. The sub-menu will open, displaying the following options: **Project Information, Budget, Milestones, Environmental Findings, Fleet Status** and **Comments/Concurrence**.
3. Select the area that you would like to begin modifying by clicking on the corresponding sub-menu item. You may choose to start with any of the listed options, however, this User's Guide will give instructions on how to modify each section in the order of the sub-menu list, beginning with Project Information and ending with Comments/Concurrence. To continue, click on Project Information.



Project Query Results

Project Number	Description	Rev.
VA-90-X211	Hybrid Electric Bus Project	0

Project Details

Project Number:	VA-90-X211	FY2001	Cost Center:	783-00
Application Type:	Electronic		Submitted:	
Entered:	8/27/2001		Awarded:	
Recip. Contact:	Audrey Bredehoft		Executed:	
FTA Manager:	Sheila Byrne		FTA Amount:	564,000
Status:	Pending Submission/App. in Development		Total Elig. Cost:	705,000
Description:	Hybrid Electric Bus Project			
Recipient:	2049 - NORTHERN VIRGINIA TRANSPORTATION COMMISSION			

1 record(s) retrieved.

Figure 1

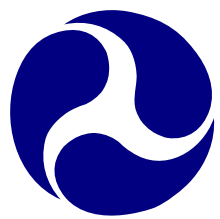
Project Information

All users have access to the **Project Information** screen until the **Reservations** screen is completed, at that point only FTA users will have access to open this screen.



General Tab

1. The Project Information screen will default to the General tab (see Figure 2 below). The Project Information screen also contains the Control Totals, UZA/Cong Dist., Earmarks and Security tab pages.
2. All information in the General tab with the exception of the Recipient information and Recipient Type field may be edited (Note: editable fields are also dependent upon the status of the project and what project parameters have been set).
3. To change the Brief Project Description (appearing next to the project number), click in the field and replace the existing description with a new one.
4. From the Project Type drop down menu, select the type of award that applies to your project (Grant, cooperative Agreement, Interagency Agreement, Intra-Agency Agreement, Loan, General Working Agreement, Other Transaction/Agreement or Procurement).



The screenshot shows a web browser window with the URL https://ftateamweb.fta.dot.gov/?applIndex=9&amendment_id=232953&contract_id=232953&AllowGN.... The page title is "Project Information". The form has several tabs: "General", "Control Totals", "UZA/Cong Dist", "Earmarks", and "Security". The "General" tab is selected. The form contains the following fields and controls:

- 1** (General tab)
- 2** (Group of fields: Recipient, Project, Project Type, New/Amendment, Amend Reason, Recip. Type, Sec of Statute, Fed Dom Asst#, FTA Proj Mgr, Recip Contact, State Appl ID, Est Start/End)
- 3** (Project field)
- 4** (Project Type field)
- 5** (New/Amendment field)

Fields and values shown:

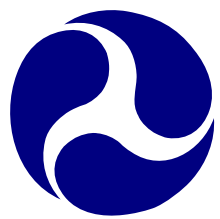
- Recipient: 1177, ILLINOIS DOT
- Project: STATE OF ILLINOIS DEPARTMENT OF TRANSPORTATION
- Project Type: Grant Award
- New/Amendment: New
- Amend Reason: Initial Application
- Recip. Type: State Agency
- Sec of Statute: [Empty]
- Fed Dom Asst#: 20.509 - Formula Grants for Other Than Urbanized Are
- FTA Proj Mgr: [Empty]
- Recip Contact: [Empty]
- State Appl ID: [Empty]
- Est Start/End: [Empty] - [Empty]
- Rec by State: [Empty]
- EO 12372 Review: ☐ Yes ☒ No
- Contract No: [Empty]
- Rev Date: [Empty]
- Planning Grant: ☐ Yes ☒ No
- Program Date: 7/1/2005
- Program Page: [Empty]
- Application Type: ☐ Paper ☒ Elect
- Supplemental Agreement: ☐ Yes ☒ No

Project Description: [Empty text area]

Buttons: DELETE, OK, CANCEL, OK

Figure 2

5. The **New/Amendment** drop-down permits you to indicate whether the project is a new project or an amendment to an existing project (see Figure 3 below).
6. The **Amend. Reason** drop-down allows you to display the reason for changing (amending) the project.
7. From the **Sec. of Statute** drop-down, select the statute from which the funding for the project will be derived. The Federal Domestic Assistance Number (**Fed Dom Asst#**) will automatically be populated upon your selection.
8. Specify an **FTA Project Manager** as well as a **Recipient Contact**.



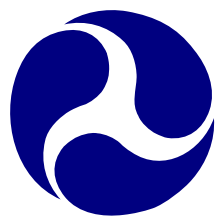
9. Enter the **State Appl. ID**, **Estimated Start/End Date** and date when the state received the application (**Rec by State**).

The screenshot shows the 'Project Information' form in a web browser. The form has tabs for General, Control Totals, UZA/Cong Dist, Earmarks, and Security. The General tab is active. The form contains the following fields and callouts:

- Recipient:** 1177, ILLINOIS DOT
- Project:** Operating Assistance for SFY 06
- Project Type:** Grant Award (Callout 5)
- New/Amendment:** New (Callout 6)
- Amend Reason:** Initial Application (Callout 6)
- Recip. Type:** State Agency
- Sec of Statute:** (Callout 7)
- Fed Dom Asst#:** 20.509 - Formula Grants for Other Than Urbanized Are
- FTA Proj Mgr:** (Callout 8)
- Recip Contact:** (Callout 8)
- State Appl ID:** (Callout 9)
- Est Start/End:** (Callout 9)
- Rec by State:** (Callout 9)
- EO 12372 Review:** Yes (), No (), N/A (x)
- Contract No:** ()
- Rev Date:** ()
- Planning Grant:** Yes (), No (x)
- Program Date:** 7/1/2005
- Program Page:** ()
- Application Type:** Paper (), Elect (x)
- Supplemental Agreement:** Yes (), No (x)
- Project Description:** (Callout 9)

Figure 3

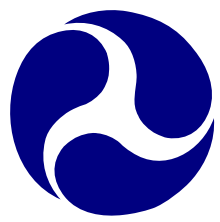
10. Indicate where **E.O. 12372** applies by selecting either 'Yes', 'No', or 'N/A' (see Figure 4 below).
11. Enter the **Contract No.**
12. Enter the date the application was reviewed (**Rev Date**).



13. Indicate if this is a **Planning Grant** by selecting either 'Yes' or 'No'
14. Next enter or modify the **Program Date** and **Program Page**.
15. Indicate the **Application Type** by selecting either 'Paper' or 'Elect' (Electronic) and whether or not there is a **Supplemental Agreement** (if applicable). **Note:** see Execution Chapter 7 for additional information concerning Supplemental Agreement parameters.
16. If necessary, modify the **Project Description**.

The screenshot shows the 'Project Information' form in a web browser. The form has tabs for General, Control Totals, UZA/Cong Dist, Earmarks, and Security. The 'General' tab is active. The form contains various input fields and dropdown menus. Numbered callouts point to specific fields: 10 points to the 'EO 12372 Review' section with radio buttons for 'Yes', 'No', and 'N/A'; 11 points to the 'Amend Reason' dropdown menu; 12 points to the 'Rev Date' input field; 13 points to the 'Sec of Statute' dropdown menu; 14 points to the 'Program Date' input field; 15 points to the 'Application Type' section with radio buttons for 'Paper' and 'Elect'; and 16 points to the 'Project Description' text area at the bottom. The form also includes fields for Recipient, Project, Project Type, New/Amendment, Contract No, and various IDs.

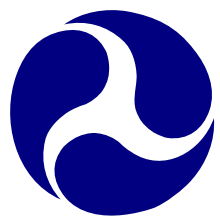
Figure 4



Control Totals Tab

1. Click on the **Control Totals** tab to open that tab screen (see Figure 5). Enter the **FTA** and **Local Amounts** (shares of project costs), as well as any **Adjustment Amount, State Amount, Other Federal Amounts,** or **Special Condition Amounts** in the **Amendment** column. For **Amendments**, type in the amendment amounts in the Amendment column. The amounts in the **Project** column will be updated when you save your changes press the “tab” key.
2. TEAM-Web will calculate the **Total Eligible Cost** and **Gross Project Cost** for you

****Note:** The Control Totals must be consistent with the Project Budget in the Budget part of the Application. The Project Budget must balance against the Control Totals you enter.



Project Information

General Control Totals UZA/Cong Dist Earmarks Security

Recipient: 5681 CNT
CENTER FOR NEIGHBORHOOD TECHNOLOGY

Project: Carsharing/Carpooling

	Amendment	Project
Gross Project Cost:	\$0.00	\$0.00
Adjustment Amt:	\$0.00	\$0.00
Total Eligible Cost:	\$0.00	\$0.00
Total FTA Amount:	\$0.00	\$0.00
Total State Amount:	\$0.00	\$0.00
Total Local Amount:	\$0.00	\$0.00
Other Federal Amt:	\$0.00	\$0.00
Special Cond Amount:	\$0.00	\$0.00

Special Condition: None

Spec Cond Tgt Date:

Spec Cond Eff Date:

Est Oblig Date:

Pre-Award Authority: ☐ Yes ☒ No

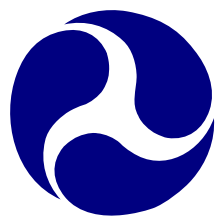
Fed Debt Delinquent: ☐ Yes ☒ No

Final Budget: ☐ Yes ☒ No

Federal Debt Delinquency Detail

Figure 5

3. A dropdown list is attached to the **Special Condition** field (see Figure 6). The **Special Condition** field defaults to “None”. To request FTA defer the local share, the recipient selects “Deferred”. To request FTA waive all or part of the local share (permitted for certain R&D projects), the recipient should select “Waived”. A recipient seeking a deferral or waiver must type the justification in the **Project Description** text box on the **General** tab of the **Project Information** window. FTA’s decision to deny, defer or waive a project will appear in the FTA comments in the **Conditions of Award** (Comments/Concurrence screen). FTA’s decision will also be reflected in the text of the **Grant or Cooperative Agreement**.



4. Enter the Special Condition Target Date (**Spec Cond Tgt Date**), Special Condition Effective Date (**Spec Cond Eff Date**) as well as an Estimated Obligation Date (**Est Oblig Date**).

http://63.91.83.73 - TEAM-Web (Quality Assurance Database) - Microsoft Internet Explorer

Project Information

General Control Totals UZA/Cong Dist Earmarks Security

Recipient: 5681 CNT
CENTER FOR NEIGHBORHOOD TECHNOLOGY

Project: Carsharing/Carpooling

	Amendment	Project
Gross Project Cost:	\$0.00	\$0.00
Adjustment Amt:	\$0.00	\$0.00
Total Eligible Cost:	\$0.00	\$0.00
Total FTA Amount:	\$0.00	\$0.00
Total State Amount:	\$0.00	\$0.00
Total Local Amount:	\$0.00	\$0.00
Other Federal Amt:	\$0.00	\$0.00
Special Cond Amount:	\$0.00	\$0.00

Special Condition: None

Spec Cond Tgt Date:

Spec Cond Eff Date:

Est Oblig Date:

Pre-Award Authority: ☐ Yes ☒ No

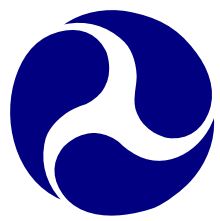
Fed Debt Delinquent: ☐ Yes ☒ No

Final Budget: ☐ Yes ☒ No

Federal Debt Delinquency Detail

Figure 6

5. Select either 'Yes' or 'No' for each of the following categories (see Figure 7):
 - a. **Pre-Award Authority**
 - b. **Fed Debt Delinquent**
 - c. **Final Budget**



6. If you selected 'Yes' under the Federal Debt Delinquent category, enter details of the delinquency in the **Federal Debt Delinquency Detail** text-area.
7. Next, click on the **UZA/Cong Dist** Tab.

Figure 7



UZA/Cong Dist Tab

1. The **Urbanized Areas** and **Congressional Districts** information on the **UZA/Cong Dist** tab can be updated as long as it exists in the recipient's profile (see Figure 8). Existing entries in the Urbanized Areas and Congressional Districts tables may be deleted.
2. Deleting an Urbanized Area – click the **UZA Name** or **UZA ID** then click the **DELETE** icon.
3. Deleting **Congressional District** information – click on the row that needs to be deleted, then click the **DELETE** icon.

Project Information

General Control Totals **1** UZA/Cong Dist Favourites

Recipient: 1707 ANCHORAGE
MUNICIPALITY OF ANCHORAGE

Project: AK-04-0002-00 06 HPP for Vets' Wheelchair Games F

UZA ID	UZA Name
021700	ANCHORAGE, AK

State ID	Dist Code	District Official
2	1	Don Young

Project Information

General Control Totals UZA/Cong Dist Favourites Security

Recipient: 1707 ANCHORAGE
MUNICIPALITY OF ANCHORAGE

Project: AK-04-0002-00 06 HPP for Vets' Wheelchair Games F

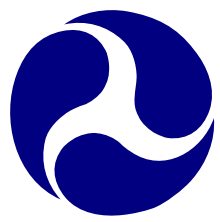
UZA ID	UZA Name
021700	ANCHORAGE, AK

State ID	Dist Code	District Official
2	1	Don Young

This UZA id is either invalid or already present in your contract.

Figure 8

4. To manually add a **UZA** (see Figure 9) click on the bottom row of the **Urbanized Areas** table in the **UZA ID** column and a white entry box appears, while the **UZA Name** box highlights yellow; type in a **UZA** that exists in the Recipient profile and hit <tab> and TEAM-Web will populate the **UZA Name**.
5. To manually add a **Congressional District** click on the bottom row of the **Congressional District** table in the **State ID** column and a white entry box appears (with the remaining row yellow); type in the 2-digit state code (do not hit <tab>); next



click in the **Dist Code** field and type in the new district number in the white entry box; click or <tab> out of the field and TEAM-Web will populate the **District Official** field with the representative for the district.

6. Next, Click the **Earmarks** tab.

http://63.91.83.67 - TEAM-Web (Quality Assurance Database) AK-04-0002-00 - Microsoft Internet Explorer

Project Information

General Control Totals UZA/Cong Dist **6** Earmarks Security

Recipient: 1707 ANCHORAGE
MUNICIPALITY OF ANCHORAGE

Project: AK-04-0002-00 06 HPP for Vets' Wheelchair Games F

Urbanized Areas

UZA ID	UZA Name
021700	ANCHORAGE, AK

Congressional Districts

State ID	Dist Code	District Official
2	1	Don Young

This UZA id is either invalid or already present in your contract.

Internet

Figure 9



Earmark Tab

1. When the **Earmark** tab opens the **Recipient** information is not editable. The **Project** number cannot be changed, but the description next to the project number may be adjusted. See Figure 10 below
2. The **Talking Points Overview**, **Talking Points**, **Place of Performance** and **Congressional Interest Expressed by** fields are available for editing
3. Earmarks are selected by clicking on the magnifying glass icon next to **Earmark Details**.
4. Once the **Earmark** screen has been opened, an Earmark is selected by clicking on the box by the desired Earmark and clicking the **OK** icon. The details for the Earmark selected can be viewed in the **Earmark Details** section

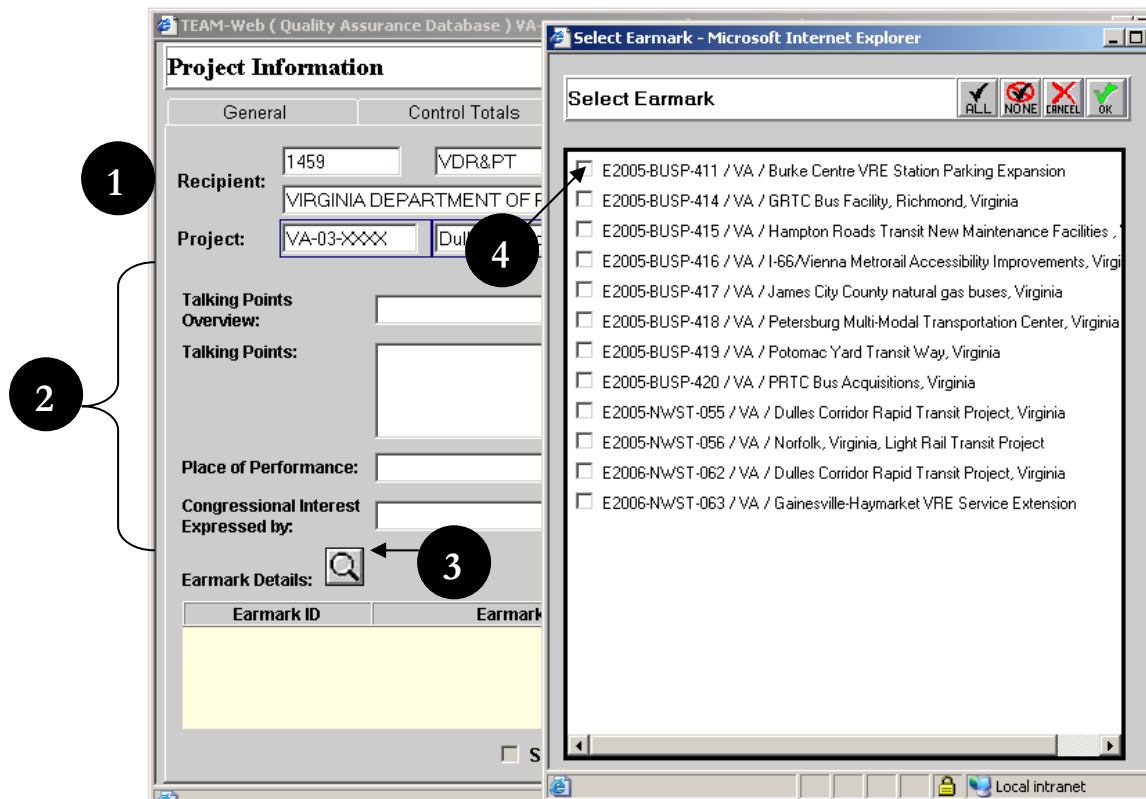
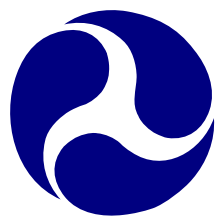


Figure 10



5. An amount can be applied to the Earmark by highlighting it and entering an amount in the **Amount Applied** field then selecting the save or **OK** icon (see Figure 11).
6. **Number of Earmarks** and **Total Amount Applied** are displayed for added earmarks.
7. Earmark Applied Amounts will be compared with Reservation amounts during FTA reservation process. The Earmark and FTA amounts must match in order to complete the reservation process.
8. The GNS Release button (**Send through Release Process**) is disabled. The release process will become available after the project is reserved.
9. Next, Click the **Security** tab



TEAM-Web (Quality Assurance Database) VA-03-XXXX - Microsoft Internet Explorer

Project Information

General Control Totals UZA/Cong Dist Earmarks **Security** 9

Recipient: 1459 VDR&PT
VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Project: VA-03-XXXX Dulles Corridor Metrorail Final Des

Talking Points Overview:
Talking Points:

Place of Performance:
Congressional Interest Expressed by:

Earmark Details: Number of Earmarks: 2 Total Amount Applied: \$54,203,000.00

Earmark ID	Earmark Name	Orig. Balance	Unreserved	Amount Applied
E2005-NWST-055	Dulles Corridor Rapid Transit	\$24,800,000.00	\$24,800,000.00	\$24,800,000.00
E2006-NWST-062	Dulles Corridor Rapid Transit	\$29,403,000.00	\$29,403,000.00	\$29,403,000.00

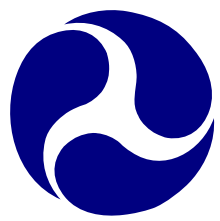
8 5

☐ Send through Release Process

Figure 11

Security Tab

The **Security Tab** is only used for **49 USC 5307 - Urbanized Area Formula projects**. *Note – Sec. of Statue is selected on the General tab and can only be adjusted until a project number is assigned. There may be several 5307 Section of Statutes to select from – action is required on the Security tab for any one of them.

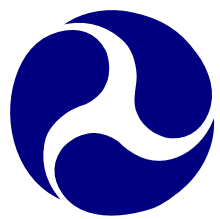


1. If your project does not meet the criteria mentioned above, you will see the information on the security screen grayed out (see the left side of Figure 12 below).
2. If your project meets the criteria mentioned above, you are allowed to enter information (see the right side of Figure 12).
3. You must select the 'Yes' or 'No' below the Project number and description. If you select 'No' you will see a message "At least one check box must be selected"
4. Click the OK button and the message disappears.

Figure 12 shows two screenshots of the TEAM-Web (TEST Level 3 Quality Assurance Database) 1234 TEST - Windows Internet Explorer interface. The left screenshot shows the 'Project Information' tab with a grayed-out form. The right screenshot shows the 'Security' tab with an active form. A message box appears when the 'No' radio button is selected, stating 'At least one check box must be selected.' The message box has an 'OK' button.

Figure 12

5. If you highlight number 1. **No Deficiency found from threat/vulnerability assessment** (see Figure 13); you will see the message "Grant applicant has conducted a threat and vulnerability assessment and finds there are no deficiencies that require additional investment in security projects at this time.", above the comments box.
6. If you check number 1 you will see the message above plus a message in blue that states: "Please use textbox below for comments (optional)"



Project Information

General Control Totals UZA/Cong Dist Earmarks Security

Recipient: 728 TO BE SELECTED
THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Project: 1234 TEST Test

Please select Yes or No below.

☐ Yes – We will expend 1% or more of the 5307 funds in this grant application for security purposes.
Please list security-related projects in the project budget and summarize them in the non-add scope code 991.
NOTE: Non-add scopes do not apply to ARRA grants.

☒ No – We will not expend at least 1% of the 5307 funds in this grant application for security purposes.

☐ 1. No Deficiency found from threat/vulnerability assessment.

☐ 2. FTA/TSA Security Action Items met.

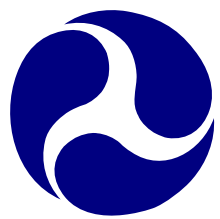
☐ 3. Other, please describe below.

Grant applicant has conducted a threat and vulnerability assessment and finds there are no deficiencies that require additional investment in security projects at this time.

Please use textbox below for comments (optional).

Figure 13

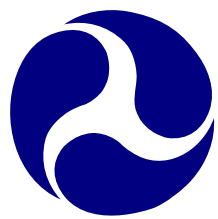
7. If you highlight number **2. FTA/TSA Security Action Items met**; you will see the message “Grant applicant can answer affirmatively to each of the FTA/TSA Security Action Items set out by FTA, and, hence, no additional investment in security projects is required at this time. [Those items are described at <http://transit-safety.volpe.dot.gov/Security/SecurityInitiatives/ActionItems/actionlist.asp>]”, above the comments box (see Figure 14)
8. If you check number 2 you will see the message above plus a message in blue that states: “Please use textbox below for comments (optional)”



The image displays two side-by-side screenshots of the TEAM-Web application interface, specifically the 'Project Information' form. The left screenshot shows the 'General' tab, and the right screenshot shows the 'Security' tab. Both screenshots show the 'Recipient' and 'Project' fields. The 'Security' tab on the right includes a section for 'FTA/TSA Security Action Items' with three checkboxes: '1. No Deficiency found from threat/vulnerability assessment.', '2. FTA/TSA Security Action Items met.', and '3. Other, please describe below.'. The '2. FTA/TSA Security Action Items met.' checkbox is checked in the right screenshot. Number 7 points to this checkbox in the left screenshot, and number 8 points to it in the right screenshot. Below the checkboxes, there is a text area for comments. The bottom of the right screenshot shows a status bar with 'Trusted sites' and '100%' zoom.

Figure 14

9. If you highlight number 3. **Other please describe below**; you will see the message “If 1 or 2 is not selected, select Other and provide explanation below:” (see Figure 15)
10. If you check number 3 you will see the message above plus a message in red that states: “Explanation is mandatory. Please use textbox below.”
11. If you select the OK icon without filling in the comments box you receive a pop-up message: “Text cannot be blank if No and Other is selected.”



Project Information

General Control Totals UZA/Cong Dist

Recipient: 728 TO BE SELECTED

THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Project: 1234 TEST Test

Please select Yes or No below.

☐ Yes – We will expend 1% or more of the 5307 funds in this grant application for security purposes. Please list security-related projects in the project budget and summarize them in the non-add scope code 991. NOTE: Non-add scopes do not apply to ARRA grants.

☒ No – We will not expend at least 1% of the 5307 funds in this grant application for security purposes.

☐ 1. No Deficiency found from threat/vulnerability assessment.

☐ 2. FTA/TSA Security Action Items met.

☐ 3. Other, please describe below.

If 1 or 2 is not selected, select Other and provide explanation below:

Explanation is mandatory. Please use textbox below.

Windows Internet Explorer

Text cannot be blank if No and Other is selected.

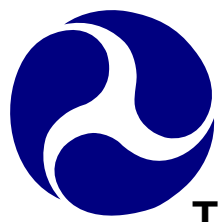
OK

Figure 15

Maintaining the Approved Project Budget

In carrying out the project, the Recipient agrees to comply with the constraints of the Approved Project Budget incorporated by reference in its grant agreement or cooperative agreement. Furthermore, the Recipient must carry out project activities in a manner consistent with the terms of the grant agreement or cooperative agreement through which Federal funding is provided.

The manner in which a budget is initially structured can facilitate or impede project management, particularly when unforeseen events require changes in the project. Whether a simple budget revision may be permitted (with or without prior FTA approval) or whether a formal amendment to the project will be necessary depends on the effect of the proposed change on the scope of the project.



TEAM-Web Budgets

The FTA will use the TEAM-Web system to prepare budgets for various purposes.

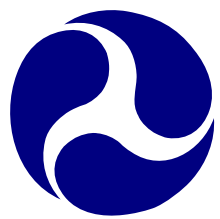
As illustrated on the following pages, the TEAM-Web **Budget** screen contains a table in which entries for Scope and Activity Line Item numbers, descriptions, quantities, amounts of FTA contributions, and Total Eligible Costs are shown.

The TEAM-Web system establishes two separate budgeting categories:

1. **Project Budget (PRJBUD)** – This category consists of information used to form the Project Budget that, when the award is made, will constitute the “Approved Project Budget” for grants and cooperative agreements and will serve as the primary budget for other FTA awards.
2. **OTHER** – This category consists of a variety of related or secondary budgets associated with the Project. In calculating totals for the Primary Budget described above, the TEAM-Web system does not include amounts entered for Activity Line Items in OTHER budgets. “OTHER” budgets can reflect Activity Line Items within the parameters of the Project that are not yet included in the Project Budget. When forming the Project Budget, it is important to add OTHER Activity Line Items you believe desirable. They can be moved to the Project Budget if funding becomes available.

Budget

1. After selecting your project, click on **Budget** on the **Modify Applications** sub-menu (see Figure 16).
2. The **Budget** screen will open displaying a list of **Project Budget** and **OTHER** Scopes and Activity Line Items, as well as a table containing entries for Scope and Activity Line Item numbers, descriptions, quantities, amounts of FTA contributions, and Total Eligible Costs. Notice that the **Project Control Totals– Total FTA Amount** and **Total Eligible Cost** – have carried over from the Project Information screen and appear in the upper right of the Budget screen. Below them is a **Difference** line where any differences between these totals and the cumulative amounts of activity line items (ALIs) are calculated. These calculations are updated as Scopes and ALIs are added, deleted, or changed in the budget. A valid budget must show \$0 in differences, and have at least one Scope with one ALI.



https://ftateamweb.fta.dot.gov/?db=...&appIndex=10&amendment_id=223356&project_id=&contract_id=22...

BUDGET(-1) 2

ADD DELETE [Icons]

PRJBUD
OTHER

PROJECT CONTROL TOTALS:	0	\$1,481,833.00	\$1,481,833.00
DIFFERENCE:	0	\$1,481,833.00	\$1,481,833.00

Scope/ALI: [Text Box]

Std. Desc: [Text Box]

User Desc: [Text Box]

Fuel: [Dropdown]

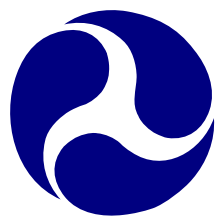
Reviewer Messages: This budget has no scopes. It must have at least one scope.

Details: [Text Area]

Done Trusted sites 100%

Figure 16

3. To add a Scope, first highlight either **PRJBUD** or **OTHER**, depending on what part of the Budget the Scope should fall under. A list of Scopes and their corresponding ALIs appears in the left part of the screen. Scopes are denoted by a yellow “folder” icon. (see Figure 17 below)
4. If you know the Scope number of the Scope to be added, click on the **ADD** icon at the top of the screen.



5. A blank row will appear. Click in the **Scope** part of the blank row and type in a new Scope number. When you press the tab key or click out of the row, the **Scope Description** will automatically populate in the Scope Description field. To edit the Scope Description, click in the field and replace the text, as appropriate.
6. You can also add Scopes and ALIs by accessing the **Budget Details** screen and selecting from the Dropdowns. To do so, begin by clicking on the **Details** icon at the top of the screen. (The Details icon is the magnifying glass.)

The screenshot shows the 'BUDGET(-1)' web application interface. Callout 3 points to the left sidebar with folders 'PRJBUD' and 'OTHER'. Callout 4 points to the 'ADD' button in the top toolbar. Callout 5 points to the first row of the 'Scope' table. Callout 6 points to the magnifying glass icon in the top toolbar.

BUDGET(-1)

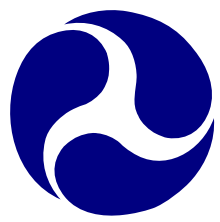
PRJBUD
OTHER

PROJECT CONTROL TOTALS: 0 \$1,481,833.00 \$1,481,833.00
DIFFERENCE: 0 \$1,481,833.00 \$1,481,833.00

Scope	Scope Description	Qty	FTA Amount	Total Elig. Cost
		0	\$0.00	\$0.00

Scope/ALI:
Std. Desc:
User Desc:
Fuel:
Details:
Reviewer Messages: This budget has no scopes. It must have at least one scope.

Figure 17



7. When the **Budget Details** window opens, select the new Scope by clicking on the drop-down menu. Scope MUST be selected by clicking on the **Scope** dropdown list, located just above the list of folders. (see Figure 18 below)
8. The displayed set of folders can be opened to reveal sub-folders and/or ALIs. As you select a Scope and ALI, use the top **arrow** (pointing to the right) to build a budget that appears to the right in table form.
9. When you have finished building the Budget Details, click on the **OK** icon to save your selections and return to the Budget window.

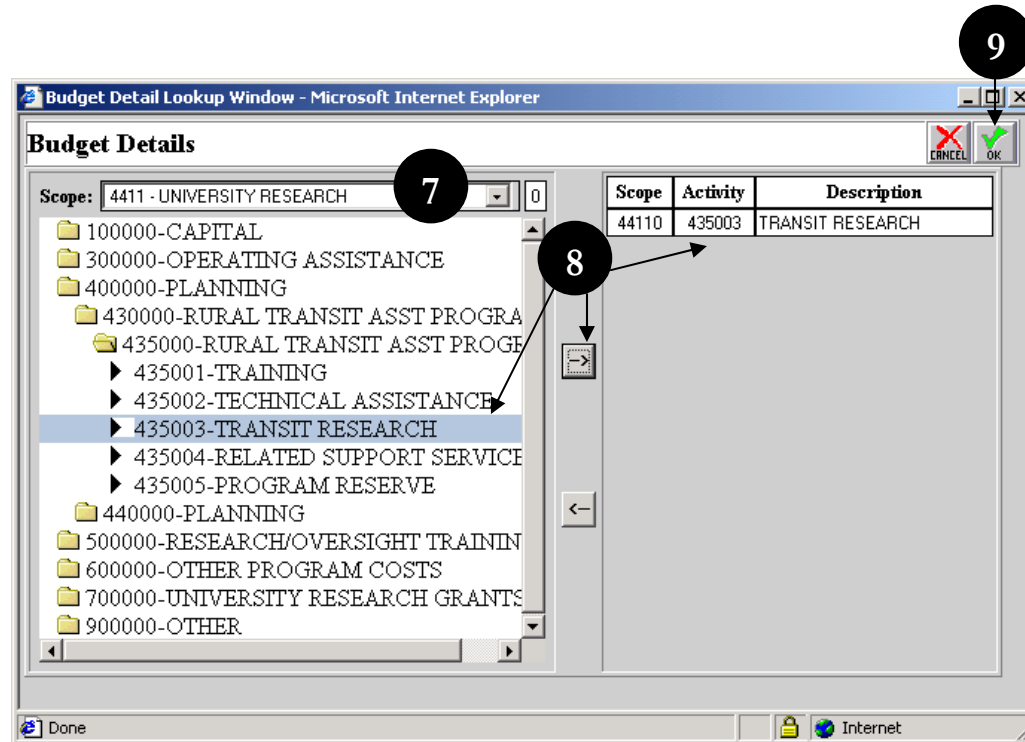


Figure 18

****Note:** ALI selections are not limited to those that match the first three digits of the Scope; however, they usually do match.

- Following the Budget Detail instructions, continue by adding the following Scope and ALI combinations:



Scope	ALI(s)
11100	111201, 111301
11400	114302
11700	117101
11900	119303

- Click the **OK** icon to return to the Budget screen.

The Scopes and ALIs selected in the Budget Details screen now form the basis of your budget, and appear on the left side of the Budget page (see Figure 19 below). You now must add the FTA Amount and Total Elig. Cost for each ALI.



https://ftateamweb.fta.dot.gov/?appIndex=9&amendment_id=232953&project_id=&contract_id=232...

BUDGET(-1)

ADD DELETE COPY PASTE FIND LINK PRINT CANCEL OK

PRJBUD

- 11100
 - 111201
 - 111301
- 11400
 - 114302
- 11700
 - 117101
- 11900
 - 119303
- OTHER

PROJECT CONTROL TOTALS: 0 \$1,481,833.00 \$1,481,833.00

DIFFERENCE: 0 \$1,481,833.00 \$1,481,833.00

Activity	Activity Line Item Description	Qty	FTA Amount	Total Elig. Cost
119303	CONSTRUCT LANDSCAPING / SCENIC BEA	0	\$0.00	\$0.00

11900 TRANSIT ENHANCEMENTS (BUS) 0 \$0.00 \$0.00

Scope/ALI: 119303

Std. Desc: CONSTRUCT LANDSCAPING / SCENIC

User Desc: CONSTRUCT LANDSCAPING / SCENIC

Fuel: [Dropdown]

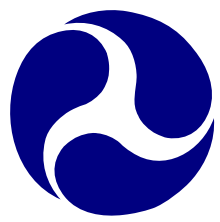
Reviewer Messages:

Details:

Done Trusted sites 100%

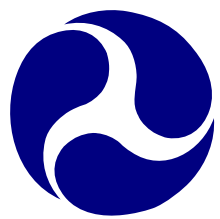
Figure 19

1. Highlight ALI item 111201 (under Scope 11100) on the left side folder list. (see Figure 20 below)
2. Click the **FTA Amount** field and enter \$500,000.
3. Click the **Total Elig. Cost** field and enter \$500,000.
4. Add the following amounts in the corresponding ALI lines:



Scope	ALI	FTA Amount	Total Elig. Cost
11100	111301	\$771,833	\$771,833
11400	114302	\$100,000	\$100,000
11700	117101	\$60,000	\$60,000
11900	119303	\$50,000	\$50,000

5. Enter in an ALI justification, if required, in the **Details** text area.
6. Click the **Save** (diskette) icon to save your work.
7. If a scope or ALI is entered under the **OTHER** folder the totals are not deducted from the **DIFFERENCE**.



The screenshot shows the TEAM-Web BUDGET(-1) interface. The browser address bar displays the URL: https://ftateamweb.fta.dot.gov/?applIndex=9&amendment_id=232953&project_id=&contract_id=232.... The interface is divided into a left sidebar and a main content area.

Left Sidebar (BUDGET(-1)):

- PRJBUD
 - 11100
 - 111201** (highlighted with callout 1)
 - 111301
 - 11400
 - 114302
 - 11700
 - 117101
 - 11900
 - 119303
 - OTHER (highlighted with callout 7)

Main Content Area:

PROJECT CONTROL TOTALS:

0	\$1,481,833.00	\$1,481,833.00
---	----------------	----------------

DIFFERENCE:

0	\$0.00	\$0.00
---	--------	--------

Activity Table:

Activity	Activity Line Item Description	Qty	FTA Amount	Total Elig. Cost
111201	BUY REPLACEMENT 40-FT BUS	0	\$500,000.00	\$500,000.00
111301	BUY 40-FT BUS FOR EXPANSION	0	\$771,833.00	\$771,833.00

Summary Row:

11100	BUS - ROLLING STOCK	0	\$1,271,833.00	\$1,271,833.00
-------	---------------------	---	----------------	----------------

Details:

Scope/ALI: 111201

Std. Desc: BUY REPLACEMENT 40-FT BUS

User Desc: BUY REPLACEMENT 40-FT BUS

Fuel: [Dropdown]

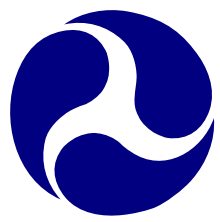
Reviewer Messages: Line item code 111201 requires that a quantity be specified.
Line item code 111201 requires that a Alternative

Callouts:

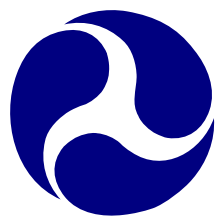
- 1: Points to the selected activity code 111201 in the sidebar.
- 2: Points to the FTA Amount field for activity 111201.
- 3: Points to the Total Elig. Cost field for activity 111201.
- 4: Points to the PRJBUD folder in the sidebar.
- 5: Points to the Details section.
- 6: Points to the browser address bar.
- 7: Points to the OTHER folder in the sidebar.

Figure 20

****Note:** Each time an FTA or Total Elig. Cost Amount is added, the corresponding Difference amount will decrease (or increase). After all ALI amounts are entered, the Difference amount should be zero in all three fields. If not, TEAM-Web will issue an error message and prevent submission of the project.



8. As you review the budget (see Figure 21), notice on two ALIs – 111201 and 111301 – that the Reviewer Messages area has some entries. Not only is there a ‘balanced budget’ check in TEAM-Web, but there are Scope and ALI checks as well. For the two problem ALIs do the following:
9. For Scope 11100 / ALI 111201 enter a quantity of 5 in the **Qty** field and select an alternative fuel code (AFC) of Diesel Fuel from the **Fuel** dropdown.
10. For Scope 11100 / ALI 111301 enter a quantity of 10 in the **Qty** field and select Compressed Natural Gas as the AFC from the **Fuel** dropdown.
11. The Budget page will then display \$0 for the Difference amounts and have no Reviewer Messages – a valid application budget that allows it to be submitted.



BUDGET(-1)

8 **PROJECT CONTROL TOTALS:** 0 \$1,481,833.00 \$1,481,833.00
DIFFERENCE: 0 \$0.00 \$0.00

Activity	Activity Line Item Description	Qty	FTA Amount	Total Elig. Cost
111201	BUY REPLACEMENT 40-FT BUS	0	\$500,000.00	\$500,000.00
111301	BUY 40-FT BUS FOR EXPANSION	0	\$771,833.00	\$771,833.00

10 9

11100	BUS - ROLLING STOCK	0	\$1,271,833.00	\$1,271,833.00
-------	---------------------	---	----------------	----------------

Scope/ALI: 111201 **Details:**

Std. Desc: BUY REPLACEMENT 40-FT BUS

User Desc: BUY REPLACEMENT 40-FT BUS

Fuel: [dropdown]

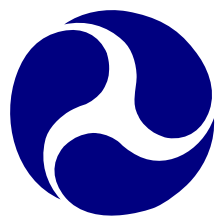
Reviewer Messages: Line item code 111201 requires that a quantity be specified.
Line item code 111201 requires that a Alternative

11

Trusted sites 100%

Figure 21

12. Click the **OK** icon to continue with the next project application component, Milestones (see Figure 22 for illustration of completed Budget screen).



12

https://ftateamweb.fta.dot.gov/?applIndex=9&amendment_id=232953&project_id=&contract_id=232...

BUDGET(-1) ADD DELETE [Icons]

PRJBUD

- 11100
 - 111201
 - 111301
- 11400
 - 114302
- 11700
 - 117101
- 11900
 - 119303
- OTHER

PROJECT CONTROL TOTALS: 15 \$1,481,833.00 \$1,481,833.00

DIFFERENCE: 0 \$0.00 \$0.00

Activity	Activity Line Item Description	Qty	FTA Amount	Total Elig. Cost
111201	BUY REPLACEMENT 40-FT BUS	5	\$500,000.00	\$500,000.00
111301	BUY 40-FT BUS FOR EXPANSION	10	\$771,833.00	\$771,833.00

11100 BUS - ROLLING STOCK 15 \$1,271,833.00 \$1,271,833.00

Scope/ALI: 111301

Std. Desc: BUY 40-FT BUS FOR EXPANSION

User Desc: BUY 40-FT BUS FOR EXPANSION

Fuel: Compressed Natural Gas

Reviewer Messages:

Details:

Trusted sites 100%

Figure 22

Note on manual budget entries: For manual Scope entries in the Budget screen, click **PRJBUD or an existing Scope, and then click the Add icon. The **Scope** field in the budget table opens with an entry box. Click in the box and manually enter your Scope. Click in another area, or <tab>, and the new Scope appears in the budget.

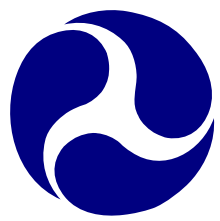


Manual ALI entries are similar. Click on a Scope that has no ALI, and then click the Add icon. A pop-up window appears, stating 'Click OK button to add Scope or Cancel button to add Activity Line Item'. Click **Cancel** and the budget table provides an entry box in the Activity field. Click in this box and type in the ALI. Click in another area or <tab> and the new ALI appears in the budget. For a Scope with existing ALI(s), click on an ALI and then the Add icon. The Activity entry box appears without a prompt. Add the new ALI.

There is also a Delete icon in this screen. After selecting a Scope or an ALI, click on this icon to delete a Scope (and all of its ALIs) or an individual ALI.

Milestones

1. From the main menu under Modify Application, click on Milestones (see Figure 23). Here you develop the initial Milestones schedule for tracking budget activities. TEAM-Web will pre-populate five standard Milestones for rolling stock ALIs and a Milestone or group of Milestones for other ALIs. You may add Milestones for other ALIs. You cannot delete standard Milestones. Before a project application can be submitted, every Milestone, pre-populated or added, must have an estimated completion date.
2. To complete Milestones, click in the **Estimated Comp. Date** field for each Milestone and provide a date. As a rule, Milestones are meant to be chronological – 1 happens before 2, 2 before 3, etc. Fill in all estimated completion dates.
3. You may also provide text in the **Milestone Detailed Description** text area.



TEAM Web Version 1.0 - Microsoft Internet Explorer

VA-90-0032 - Microsoft Internet Explorer

Milestones

ADD DELETE [Icons]

Scope-ALI	Seq No	Milestone Description	Estimated Comp. Date
111201	1	RFP/IFB OUT FOR BID	
	2	CONTRACT AWARDED	
	3	FIRST BUS DELIVERED	
	4	ALL BUSES DELIVERED	
	5	CONTRACT COMPLETE	
11900	1	RFP/IFB Issued	
	2	Contract Award	
	3	Contract Complete	
11120-111301	1	RFP/IFB OUT FOR BID	
	2	CONTRACT AWARDED	

Line Item: 111201 buy replacement 40-ft bus

FTA Amount: \$1,400,000.00 Total Eligible Cost: \$1,750,000.00 Quantity: 5

Milestone Detailed Description

3

Figure 23

** Note: New Milestones are entered by clicking the **ADD** icon. You can then pick the activity for which you wish to add a Milestone – project budget, Scope, or ALI level – from the ALI Key (dropdown/expandable field). Once added, enter a Milestone Description and Estimated Completion Date. Click the **Add Milestone** button to complete the entry (see Figure 24).

4. Click the **OK** icon to save your changes and move onto the next application component, Environmental Findings.

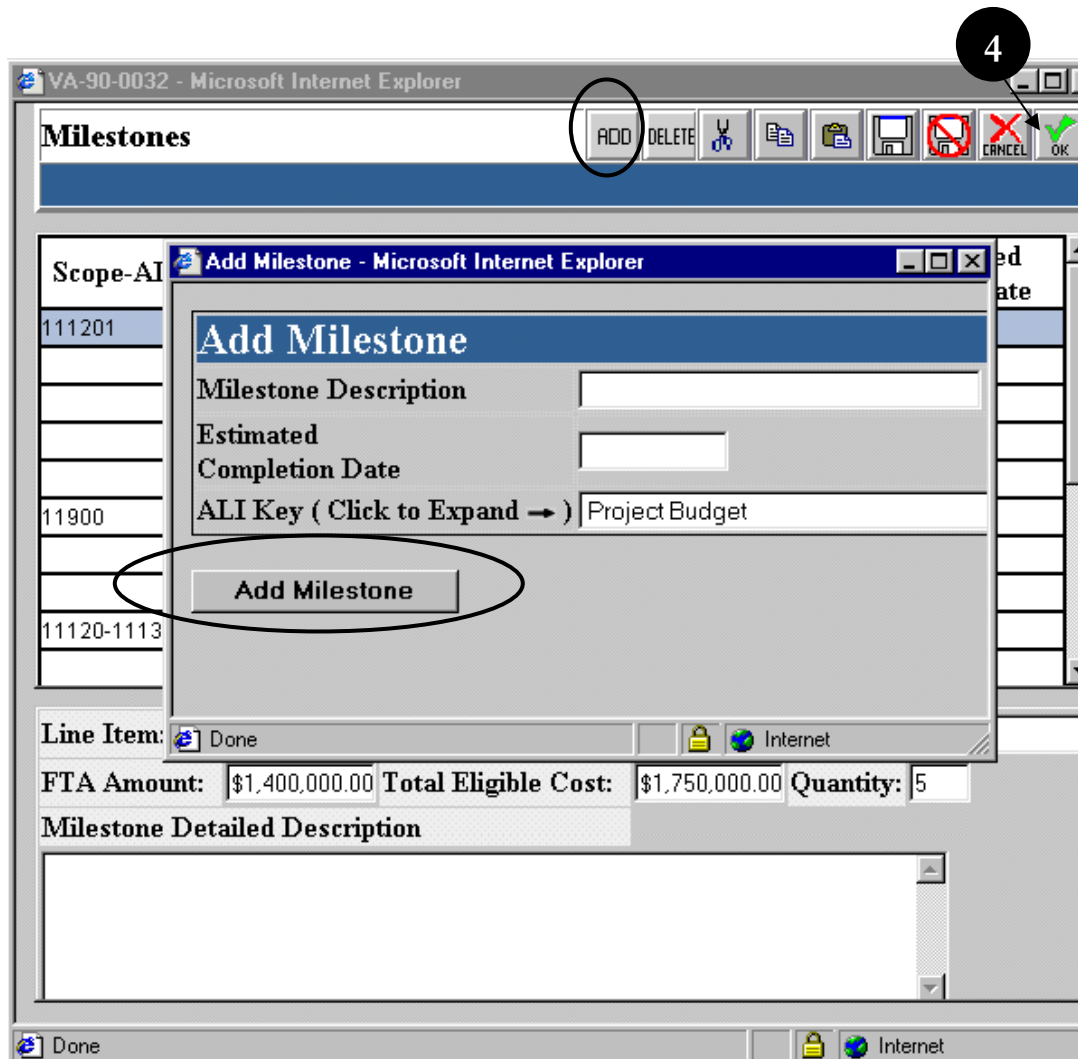
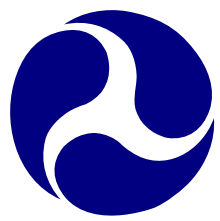


Figure 24



Environmental Findings

From the Main Menu under Modify Application, click on Environmental Findings (see Figure 25). When this application was first initiated (using the Create New Project feature), you needed to pick at least one of the four Environmental Finding Classifications as a guide for the whole project. In this section, you now are required to provide findings at the activity level. A project application must have at least one finding in order to allow submission. Based on the activity in the budget, and in federal regulations and guidelines, you may need to add findings for certain activities. As with Milestones, Environmental Findings can be entered at the project budget, Scope, and ALI levels.

The screenshot shows the TEAM Web Version 1.0 interface in Microsoft Internet Explorer. The left sidebar contains a Main Menu with options like Recipients, Applications, Modify Application, and Review and Approval. The 'Environmental Findings' option under 'Modify Application' is highlighted. The main content area displays the 'Environment Finding - Microsoft Internet Explorer' window for project VA-90-0032. It includes a table of Activity Line Items (ALI) with columns for the item name and the number of Environmental Findings (EFs). The 'PRJBUD' item is selected, showing 1 EF. Below this is an 'Env. Findings Table' with a dropdown menu for 'Classification' set to 'Other'. To the right, there are fields for 'Line Item' (PRJBUD), 'Project Budget', 'FTA Amount' (8780000), 'Total Eligible Cost' (10975000), and 'Quantity' (15). The 'Environmental Finding #1 for ALI PRJBUD (Other)' section is visible, along with a large text area for 'Environmental Finding Details/Justification'.

Activity Line Item	# EFs
PRJBUD	1
111201	0
11100	0
111301	0
11400	0
114302	0
11700	0
117101	0
11900	0
119303	0
OTHER	0

#	Classification
1	Other

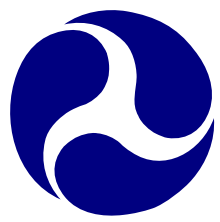
Line Item: PRJBUD Project Budget
FTA Amount: 8780000 Total Eligible Cost: 10975000 Quantity: 15

Environmental Finding #1 for ALI PRJBUD (Other)

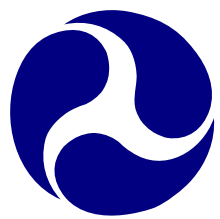
Environmental Finding Details/Justification

Figure 25

1. Select an ALI (111201 for example – see Figure 26) from the budget outline on the left.
2. Click the **ADD** icon, which displays an **Env. Findings Table** dropdown option.



3. From the dropdown list, choose Class I, Class II(c), Class II(d), Class III, or Other. Class I allows three EIS and ROD date entries; Class II(c) allows selections from twenty Categorical Exclusion Types; Class II(d) allows selections from twelve Categorical Exclusion Types; Class III allows three EA and FTA Action date entries; and Other permits entry of an Environmental Finding Details/Justification (as do the preceding four findings).
4. For ALI 111201, choose finding Class II(c), and then select type 17 from the Categorical Exclusions list.
5. If applicable, type in an Environmental Finding Details/Justification.
6. Repeat steps 2-5 as necessary.
7. Click the **OK** icon to save your changes and move onto the next application component, Fleet Status.



The screenshot shows the 'Environment Finding' web application in a Microsoft Internet Explorer browser window. The interface includes a left sidebar with a tree view of activity line items, a top header with application controls, and a main content area for finding details. Numbered callouts highlight specific features: 1 points to the 'Activity Line Item' table; 2 points to the 'ADD' button; 3 points to the 'Env. Findings Table' header; 4 points to the 'Class II(c)' dropdown menu; 5 points to the 'Justification...' text area; 6 points to the 'DELETE' button; and 7 points to the 'OK' button.

Activity Line Item	# EFs
PRJBUD	1
111201	1
11100	0
111301	0
11400	0
114302	0
11700	0
117101	0
11900	0
119303	0
OTHER	0

Line Item: 111201 BUY REPLACEMENT 40-FT BUS
FTA Amount: 1400000 Total Eligible Cost: 1750000 Quantity: 5

Env. Findings Table

#	Classification
1	Class II(c)

Environmental Finding #1 for ALI 111201 (Class II(c))

Select Categorical Exclusion Type

- ☐ Type 15: Alteration for elderly & persons w/ disabilities
- ☐ Type 16: Program Admin. & Operating Assistance
- ☒ Type 17: Purchase of vehicles
- ☐ Type 18: Track & railbed maintenance/improvements
- ☐ Type 19: Install/Purchase maintenance equipment
- ☐ Type 20: Promulgation of rules and regulations

The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE.

Environmental Finding Details/Justification

Justification...

Figure 26

Fleet Status

From the Main Menu under Modify Application, select Fleet Status (see Figure 27). You only need to complete Fleet Status if your application for funding affects your fleet(s), such as when buying new, replacement, or spare buses, rail cars, or ferries. You can enter up to seven Fleet Status reports for an application, one for each possible fleet type – Fixed Route, Paratransit, Light Rail, Commuter



Rail, Heavy Rail, Waterborne, and Other. You provide **Before** and **Change** figures for all Active and/or Inactive Fleets that will be affected by this project. TEAM-Web then makes computations to complete the report(s).

Fleet Type:		Before	Change	After
<input checked="" type="radio"/> Fixed Route	A. Peak Requirement	0	0	0
<input type="radio"/> Paratransit	B. Spares	0	0	0
<input type="radio"/> Light Rail	C. Total (A+B)	0	0	0
<input type="radio"/> Commuter Rail	D. Spare Ratio (B/A)	0%	0%	0%
<input type="radio"/> Heavy Rail				
<input type="radio"/> Waterbourne				
<input type="radio"/> Other				
I. Active Fleet				
	A. Contingency	0	0	0
	B. Pending Disposal	0	0	0
	C. Total (A+B)	0	0	0
II. Inactive Fleet				
III. Total (I.C and II.C)		0	0	0

Figure 27

1. Choose a Fleet Type - Fixed Route for example (see Figure 28).
2. On line A, in the **Before** column, enter your value – 200 for example. In the **Change** column, enter your value – 15 for practice purposes. This respectively represents a current fleet of 200 buses and the 15 additional buses that will be purchased if the application for funding is approved.
3. On line B, in the **Before** column, enter 40.
4. Lines C and D are calculated based on the previous entries. Note that if line D, Spare Ratio, has a resulting computation that is greater than 20 percent, you should provide qualifying text in the Fleet Details tab.

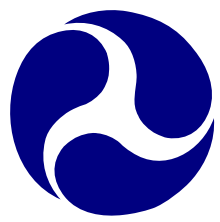


- Click the **OK** icon to save your changes and move onto the next application component, Comments/Concurrence.

Fleet Type:	I. Active Fleet	Before	Change	After
<input checked="" type="radio"/> Fixed Route	A. Peak Requirement	200	15	215
<input type="radio"/> Paratransit	B. Spares	40	0	40
<input type="radio"/> Light Rail	C. Total (A+B)	240	15	255
<input type="radio"/> Commuter Rail	D. Spare Ratio (B/A)	20.0%	0%	18.6%
<input type="radio"/> Heavy Rail	II. Inactive Fleet			
<input type="radio"/> Waterbourne	A. Contingency	0	0	0
<input type="radio"/> Other	B. Pending Disposal	0	0	0
	C. Total (A+B)	0	0	0
	III. Total (I.C and II.C)	240	15	255

Figure 28

** Note: The entire Fleet Status page may not appear in your browser window. If it does not, use the scroll bar on the right side of your browser window, as you would on any standard Internet site.



Fleet Details Tab

6. Click on the Fleet Details tab and you will see a memo text field. The user has the option to supplement the Fleet Status data with additional information in this area (see Figure 29).

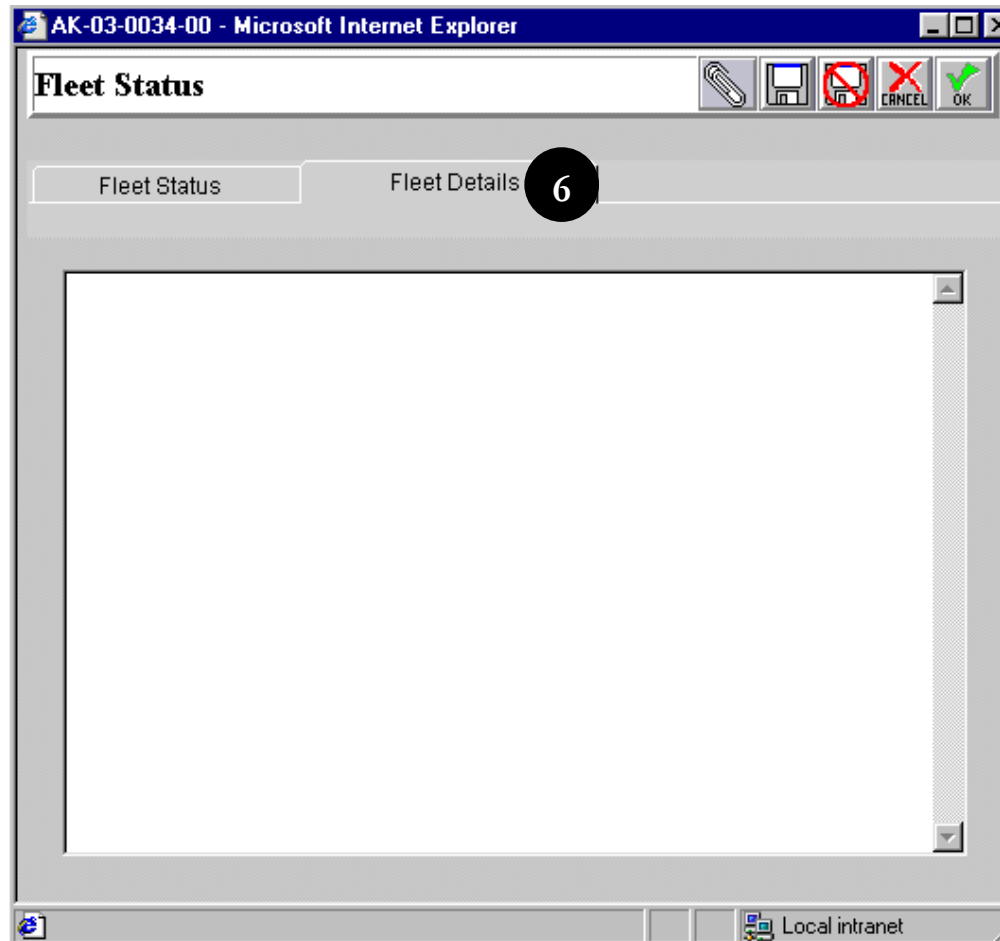


Figure 29



Comments/Concurrence

- From the Main Menu under Modify Application, select Comments/Concurrence (see Figure 30).
- At this point, five of the six sections under the Modify Application portion of TEAM are complete. The last option in this section is 'Comments/Concurrence'. As a Recipient user in building an application for submission to FTA, upon completion of the application (or even before that time) you can mark your application 'Ready for Proj # Assignment' in the Application Status section of the screen. An FTA-assigned project number is a requirement for submission.
- Another use a Recipient user will have for the Comments/Concurrence screen is that, at any time during work-up of the application, FTA staff may provide comments on the application. Here the comments may be reviewed, and any suggested additions or modifications may be made to the appropriate application section(s).



https://ftateamweb.fta.dot.gov/?dbname=Quality&GUID=QUALITY_B96A298905B1488E9994849CF4663DEA... Windows Internet Explorer

https://ftateamweb.fta.dot.gov/?project_id=2007 STP GRANT&applIndex=36...

Comments/Concurrence

Recipient: 1422 BEAVER COUNTY TRANSIT AUTHORITY

Project: 2007 STP GRAN FY2007 PREVENTATIVE MAINTENANCE FLE

Amendment:

Comments | Concurrence/Approval | Summary

Select Comment Type	#
General Review	0
FTA Internal	0
Conditions of Award	0
DOL	0
FTA Project Description	0

Comment

Brief Desc:

Comment On:

Activity:

Application Status

- ☐ Ready For Proj # Assignment
- ☐ Return to Recipient
- ☐ Ready for FTA Review
- ☐ Application Complete

Entered:

Updated:

Comment By:

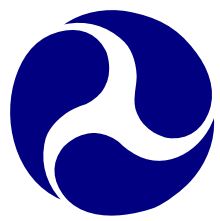
Comment Text

Done

1290 record(s) retrieved. Project to select: 2007 STP GRANT

Trusted sites 100%

Figure 30



1. Mark the **Application Status** 'Ready for Project # Assignment.' (See Figure 31)
2. Click the **OK** icon to save and exit the screen.
3. TEAM-Web returns to the Project Query Results screen and you will notice that the Status is now 'Pending Submission/Project No. Requested' in the Project Details section. Note that in the future this may have an e-mail notification option.

https://ftateamweb.fta.dot.gov/?project_id=2007 STP GRANT&applIndex=36...

Comments/Concurrence

Recipient: 1422 BEAVER COUNTY TRANSIT AUTHORITY

Project: 2007 STP GRAN FY2007 PREVENTATIVE MAINTENANCE FLE

Amendment:

Comments | Concurrence/Approval | Summary

Select Comment Type #

General Review	0
FTA Internal	0
Conditions of Award	0
DOL	0
FTA Project Description	0

Comment

Brief Desc:

Comment On:

Activity:

Application Status

☒ Ready For Proj # Assignment

☐ Return to Recipient

☐ Ready for FTA Review

☐ Application Complete

Entered:

Updated:

Comment By:

Comment Text

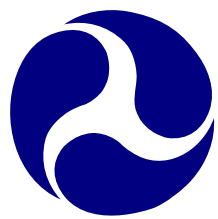
Done

Trusted sites

100%

Figure 31

Project Details				
Project Number:	VA-90-0032	FY2001	Cost Center:	620-00
Application Type:	Paper		Submitted:	
Entered:	9/23/2001		Awarded:	
Recip. Contact:			Secured:	
FTA Manager:	JIM MUIR		FTA Amount:	1,481,833
Status:	Pending Submission/Project No. Requested		Total Elig. Cost:	1,481,833
Description:	tk1			
Recipient:	5523	BUSINESS MANAGEMENT RESEARCH ASSO, INC		



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